



DPZ office use only:

BA Case No.: BA-795D

Date Submitted: 6/13/23

**PETITION OF APPEAL OF  
HEARING EXAMINER DECISION  
TO THE HOWARD COUNTY BOARD OF APPEALS**

A person who wishes to appeal a decision of the Hearing Examiner to the Board of Appeals must use this petition form. A person must have been a party to the original case before the Hearing Examiner in order to file an appeal. In addition, it is recommended that a person determine whether he/she can be acknowledged as being an aggrieved person.<sup>1</sup> The appellant must submit the completed form to the Department of Planning and Zoning within 30 days of the issuance of the Hearing Examiner decision.

1. **Name of Case** In the Matter of Kincade LLC  
 BA Case No. 795-D  
 Date Decision and Order Mailed May 16, 2023; a copy of the Decision & Order is attached.
  
2. **Reason for Appeal** See attached continuation sheet.
  
3. **Name of Appellant** Kincade LLC  
 Trading as (if applicable) \_\_\_\_\_  
 Mailing address 5100 Dorsey Hall Drive, Ellicott City, MD 21042  
 Phone number(s) \_\_\_\_\_  
 Email \_\_\_\_\_  
 Name of principal contact (if different) \_\_\_\_\_
  
4. **Counsel for Appellant** William Sinclair, Esq.  
 Mailing Address 400 E. Pratt Street, Suite 900, Baltimore, MD 21202  
 Phone number(s) 410-385-2225  
 Email bsinclair@silvermanthompson.com  
 Secondary contact for counsel (if any) \_\_\_\_\_

<sup>1</sup> As a brief explanation of this concept: "Generally speaking, ... a person 'aggrieved' ... is one whose personal or property rights are adversely affected by the decision .... The decision must not only affect a matter in which the protestant has a specific interest or property right, but his interest therein must be such that he is personally and specifically affected in a way different from that suffered by the public generally." The Department of Planning and Zoning does not advise persons on whether they may or may not qualify as being aggrieved. Persons intending to file an appeal may want to obtain separate legal advice on this issue because it may have an impact on the validity of the appeal.

5. **Declaration of Interest**

The Appellant is the original petitioner

The Appellant was a party to the original case

6. **Amended Petition (This section is to be completed only if the Appellant was the petitioner in the original case before the Hearing Examiner and the case was other than an administrative appeal)**

If the original petition was substantively amended during the hearing before the Hearing Examiner, the appeal will proceed on the amended petition unless the original petitioner elects to proceed on the original petition. If you are the original petitioner, complete one of the following:

I elect to proceed on the original petition

I agree to proceed on the amended petition

Note: This section does not apply to a case that came before the Hearing Examiner as an appeal of an administrative decision.

7. **Copies:** The Appellant must submit **one signed original and nine copies of the signed original**, for a total of **10 copies**, of this petition. If supplementary documents or other materials are included, **10** complete sets must be submitted.

8. **Public Notice Requirements**

a. Posting: If the Appellant is the owner or has a beneficial interest in the subject property, the Appellant must (i) post the property in accordance with Section 2.203(b) of the Rules of Procedure of the Board of Appeals and (ii) file an Affidavit of Posting as required by Section 2.203(c).

If the Appellant is not the owner or does not have a beneficial interest in the subject property, the posting of the property is not required; however, the Appellant must send copies of the petition and notification of the public hearing to the property owner and the adjoining property owners in accordance with Section 2.203(e) of the Rules of Procedure of the Board of Appeals.

b. Advertising: The Appellant must (i) advertise the date, time and place of the initial public hearing of this appeal petition before the Howard County Board of Appeals in accordance with Section 2.203(a) of the Rules of Procedure of the Board of Appeals and (ii) file a Certificate of Advertising as required by Section 2.203(c).

c. Responsibility for Compliance: In accordance with Section 2.203(g), the Appellant is responsible for assuring compliance with the advertising and posting requirements of the Board of Appeals.


9. On The Record Appeals

The appellant is advised to consult the Rules of Procedure of the Board of Appeals. In accordance with Section 2.210(b) of that document, an "on the record" appeal requires that within 30 days of filing an administrative appeal, the appellant file a record transcript of the hearing being appealed. In addition, within 15 days of filing the transcript, the appellant must file a memorandum addressing the points of law upon which the appeal is based.

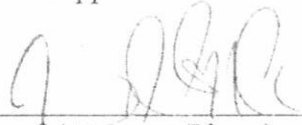
10. Signatures

By signing below, the Appellant hereby affirms that:

- The Appellant has read the instructions on this form and has filed herewith all of the required accompanying information.
- All of the statements and information contained in or filed with this petition are true and correct.
- The Appellant agrees to furnish such additional plats, reports, plans, or other materials the Department of Planning and Zoning and/or the Board of Appeals may require in connection with the filing of this petition.
- The Appellant agrees to pay all costs in accordance with the current schedule of fees.


6/13/23
Kincaid LLC  
 \_\_\_\_\_  
 Signature of Appellant                      Date                      Print Name of Appellant

\_\_\_\_\_  
 Signature of Appellant                      Date                      Print Name of Appellant

  
 \_\_\_\_\_  
 Signature of Attorney (If any)

Make checks payable to "Director of Finance."

<b>For DPZ use only: Filing Fee is \$250.00 plus \$25.00 per poster if required.</b>	
Hearing fee:	\$ _____
Poster fee:	\$ _____
TOTAL:	\$ _____
Receipt No.	_____

CONTINUATION SHEET  
Kincade LLC ("Appellant")  
RE: SDP-22-042, Lakefront North

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**2. Reason for Appeal:**

This appeal arises from the Hearing Examiner's dismissal of Appellant's appeal of the Department of Planning and Zoning's ("DPZ") decision letter regarding SDP-22-042, Lakefront North (the "SDP"), dated February 3, 2023 ("the DPZ letter"). Appellant believes that the Hearing Examiner's decision that the DPZ Letter is not a final, appealable action by an administrative agency was clearly erroneous and contrary to law. Appellant reserves the right to raise additional issues at the hearing on this matter including, but not limited to, the issues identified in Appellant's Supplemental Statement to the March 3, 2023 Appeal of the DPZ Letter which is attached hereto and incorporated herein by reference.

IN THE MATTER OF : BEFORE THE  
**Kincade, LLC** : HOWARD COUNTY  
Appellant : HEARING EXAMINER  
: Case No. BA 795-D

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**DECISION AND ORDER**

Katherine L. Taylor, serving as a Howard County Hearing Examiner, and in accordance with the Hearing Examiner Rules of Procedure, hereby grants, as set forth in detail below, the Motion to Dismiss filed on or about April 26, 2023, by Town Center East Parking Lot Business Trust, Town Center East Business Trust and Sterrett Building Holdings, LLC (collectively “HRD”), requesting the dismissal of the ADMINISTRATIVE APPEAL PETITION TO THE HOWARD COUNTY HEARING AUTHORITY (“Appeal”) filed by Kincade, LLC on March 3, 2023.

On March 3, 2023, the Appeal was filed appealing the February 3, 2023, Department of Planning and Zoning letter ("DPZ Letter") advising the interested parties that the Site Development Plan filed by HRD (SDP-22-042) may proceed to the Planning Board for final approval of the Site Development Plan application. After the Appeal was filed, the Board Administrator for the Hearing Examiner scheduled a hearing before the Hearing Examiner for May 3, 2023.

On or about April 26, 2023, Kincade, LLC, Appellant, sent a letter to the Board Administrator, accompanied by notice that a copy of the letter was mailed to adjoining property owners, requesting that the May 3, 2023, hearing be cancelled and that the case be placed on the “Inactive Docket.” Under Section 100.0.1 of the Howard County Zoning Regulations, an “Inactive Petition” is a petition “which is placed on the ‘hearings unscheduled’ docket of the Hearing Authority or Zoning Board upon a request from the petitioner or the petitioner's representative, and

this petition remains on the 'hearings unscheduled' docket for a period of 180 cumulative days." As a result of that request, the Appeal was placed on the hearings unscheduled docket.

On the same day Appellant submitted its letter requesting that the Appeal be placed on the hearings unscheduled docket, HRD filed its Motion to Dismiss. Appellant did not file a response to the Motion to Dismiss.

The Motion to Dismiss states that the Hearing Examiner lacks jurisdiction to hear the Appeal because the DPZ Letter is not a final, appealable action by an administrative agency. According to HRD, the DPZ Letter merely informed the parties that the Subdivision Review Committee had determined that SDP-22-042 "*may be approved . . . subject to . . . approval by the Howard County Planning Board.*"

Under Section 125.0.G.1 of the Howard County Zoning Regulations ("HCZR"), "for all Downtown Revitalization, . . . no permit shall be issued for any use until the Site Development Plan is approved by the Planning Board. The Site Development Plan shall be considered at a public meeting." Under Section 125.0.H.3, "the Planning Board shall approve, approve with conditions, or deny a Site Development Plan that proposes Downtown Revitalization. . . ." Under Title 16, Subtitle 9 of the Howard County Code, Section 16-900(j)(2)(iii), a Planning Board decision in any matter over which the Planning Board has decision making authority may be appealed to the Board of Appeals.

Based on the above, it is clear that a Site Development Plan for Downtown Revitalization must be approved by the Planning Board at a public meeting after which the Planning Board will issue a decision approving, approving with conditions, or denying the Site Development Plan. The DPZ Letter merely stated that SDP-22-042 had been reviewed by the Subdivision Review

Committee and that the SDP “*may be*” approved by the Planning Board. Thus, the DPZ Letter is not a final administrative action – the Planning Board decision will, in this case, be the final administrative action regarding SDP-22-042. Because the DPZ Letter is not a final administrative action, the Hearing Examiner lacks jurisdiction to consider the DPZ Letter.

Under Rule 3.3 of the Board of Appeals Hearing Examiner Rules, the Hearing Examiner will dismiss a petition if the Hearing Examiner lacks jurisdiction to hear the matter.

Based on the above, it is this **16th day of May 2023**, by the Howard County Hearing Examiner:

**ORDERED**, that the Appellant’s administrative appeal petition shall be and hereby is **DISMISSED**, and

**FURTHER ORDERED**, that the petition shall be removed from the hearings unscheduled docket.<sup>1</sup>

HOWARD COUNTY HEARING EXAMINER

**Katherine  
L. Taylor**

Digitally signed by  
Katherine L. Taylor  
Date: 2023.05.15  
17:36:11 -04'00'

Katherine L. Taylor

Date Mailed: \_\_\_\_\_

<sup>1</sup> The placement of the petition on the hearings unscheduled docket does not insulate it from dismissal for lack of jurisdiction. The unscheduled docket is not akin to, say, a stay of proceedings in a court proceeding in which a court declares that all process in the case is halted temporarily. It is merely a placeholder for a case awaiting the scheduling of a hearing in which the petitioner desires more time before the commencement of the hearing.



<p>For DPZ Office use only:</p> <p>BA Case No. _____</p> <p>Date Submitted: _____</p>
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**ADMINISTRATIVE APPEAL PETITION  
TO THE HOWARD COUNTY HEARING AUTHORITY**

A person who wishes to appeal a departmental decision must use this petition form. It is recommended that a person determine whether he/she can be acknowledged as being an aggrieved person<sup>1</sup>. The appellant must submit the completed form to the Department of Planning and Zoning within 30 days of issuance of the departmental ruling or action.

**1. APPEAL REQUEST**

BRIEF DESCRIPTION OF RULING OR ACTION FROM WHICH THIS APPEAL IS TAKEN: Howard County Department of Planning and Zoning's letter dated February 3, 2023, notifying Gabriel Chung of The Howard Hughes Corporation that SDP-22-042 may be approved by the Department of Planning and Zoning and also approved by the Howard County Planning Board.

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DATE OF RULING OR ACTION: February 3, 2023

BRIEF DESCRIPTION OF ERROR OF FACT, OR LAW, IF ANY, PRESENTED BY THIS APPEAL: See attached Supplemental Statement

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MANNER IN WHICH THE APPELLANT IS AGGRIEVED BY THE RULING OR ACTION: Appellant is the beneficiary of a parking easement on the property that is the subject of SDP-22-042.

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<sup>1</sup> As a brief explanation of this concept: Generally speaking,....a person "aggrieved" ...is one whose personal or property rights are adversely affected by the decision...The decision must not only affect a matter in which the protestant has a specific interest or property right, but his interest therein must be such that he is personally and specifically affected in a way different from that suffered by the public generally. The Department of Planning and Zoning does not advise persons on whether they may or may not qualify as being aggrieved. Persons intending to file an appeal may want to obtain separate legal advice on this issue because it may have an impact on the validity of the appeal.

OTHER FACTORS WHICH THE APPELLANT WISHES THE HEARING AUTHORITY TO CONSIDER: To be set forth at the hearing on this matter

2. APPELLANT'S NAME Kincade LLC  
TRADING AS (IF APPLICABLE) \_\_\_\_\_  
ADDRESS 5100 Dorsey Hall Drive  
PHONE NO. (H) \_\_\_\_\_ (W) \_\_\_\_\_  
EMAIL rtalkin@talkin-oh.com

3. COUNSEL FOR APPELLANT William Sinclair, Esq.  
COUNSEL'S ADDRESS 400 E. Pratt Street, Suite 900, Baltimore, MD 21202  
COUNSEL'S PHONE NO. 410-385-2225  
EMAIL bsinclair@silvermanthompson.com

4. RESPONDENT Howard County Department of Planning and Zoning  
RESPONDENT'S ADDRESS 3430 Courthouse Drive, Ellicott City, MD 21043  
**The Appellant must attach a copy of the ruling or notice of action being appealed.**

5. PROPERTY IDENTIFICATION (IF REAL PROPERTY IS INVOLVED)  
ADDRESS OF SUBJECT PROPERTY Lakefront Neighborhood – Phase 1  
TOTAL ACREAGE OF PROPERTY 11.39 ±  
PROPERTY LOCATION east side of Little Patuxent Parkway, generally north of Wincopin Circle and south of Sterrett Place  
ELECTION DISTRICT 5th ZONING DISTRICT NT  
TAX MAP # 30 GRID # \_\_\_\_\_ PARCEL/LOT # 275, 290, 373

6. APPELLANT'S INTEREST IN SUBJECT PROPERTY  
 OWNER (Including joint ownership)  OTHER (Describe and give name and address of owner Sterrett Building Holdings, LLC; Town Center East Business Trust, Town Center East Parking Lots Business Trust)

7. ADDITIONAL MATERIAL, FEES, POSTING, AND ADVERTISING  
A) The Appellant must submit **one (1) signed original and nine (9) copies of the signed original**, for a total of **ten (10) copies**, of this petition. If supplementary documents or other materials are included, **ten (10) complete sets** must be submitted.

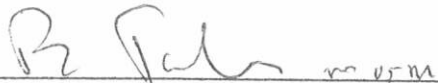
- B) The Appellant is advised to consult the Rules of Procedure of the Board of Appeals. In accordance with Section 2.210(b) of that document, an "on the record" appeal requires that within 30 days of filing an administrative appeal, the Appellant file a record transcript of the hearing being appealed. In addition, within 15 days of filing the transcript, the Appellant must file a Memorandum addressing the points of law upon which the appeal is based.
- C) The undersigned agrees in matters involving land use, except in administrative appeals from the issuance of a notice of violation of County laws or regulations, to properly post the property at least thirty (30) days immediately prior to the hearing and to maintain the posters as required and submit an affidavit of posting at, or before the time of the hearing. If the Appellant is not the owner or does not have a beneficial interest in the subject property, the posting of the property is not required; however, the Appellant must send copies of the petition and notification of the public hearing to the property owner and the adjoining property owners in accordance with Section 2.203(e) of the Rules of Procedure of the Board of Appeals.
- D) The undersigned also agrees in matters involving land use, except in administrative appeals from the issuance of a notice of violation of County laws or regulations, to insert legal notices, to be published one (1) time in at least two (2) newspapers of general circulation in Howard County, as prepared and approved by the Department of Planning and Zoning, within at least thirty (30) days prior to the hearing, and to pay for such advertising costs; and further agrees to submit (2) approved certificates of the text and publication date(s) of the advertisement at or before the time of the hearing.
- E) The undersigned also agrees to furnish such additional plats, reports, plans, or other materials as may be required by the Department of Planning and Zoning and/or the Hearing Authority in connection with the filing of this petition. The undersigned agrees to pay all costs in accordance with the current schedule of fees.

**8. SIGNATURES**

The undersigned hereby affirms that all of the statements and information contained in, or filed with, this petition are true and correct.

The undersigned has read the instructions on this form, filing herewith all of the required accompanying information.

\_\_\_\_\_  
Signature of Attorney

  
\_\_\_\_\_  
Signature of Appellant

.....  
**For DPZ office use only: (Filing fee is \$250.00 plus \$25.00 per poster)**

Hearing Fee: \$ \_\_\_\_\_  
Poster Fee: \$ \_\_\_\_\_  
TOTAL: \$ \_\_\_\_\_  
Receipt No. \_\_\_\_\_

**County Website: [howardcountymd.gov](http://howardcountymd.gov)**

**(Make check payable to "Director of Finance")**

- B) The Appellant is advised to consult the Rules of Procedure of the Board of Appeals. In accordance with Section 2.210(b) of that document, an "on the record" appeal requires that within 30 days of filing an administrative appeal, the Appellant file a record transcript of the hearing being appealed. In addition, within 15 days of filing the transcript, the Appellant must file a Memorandum addressing the points of law upon which the appeal is based.
- C) The undersigned agrees in matters involving land use, except in administrative appeals from the issuance of a notice of violation of County laws or regulations, to properly post the property at least thirty (30) days immediately prior to the hearing and to maintain the posters as required and submit an affidavit of posting at, or before the time of the hearing. If the Appellant is not the owner or does not have a beneficial interest in the subject property, the posting of the property is not required; however, the Appellant must send copies of the petition and notification of the public hearing to the property owner and the adjoining property owners in accordance with Section 2.203(e) of the Rules of Procedure of the Board of Appeals.
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- E) The undersigned also agrees to furnish such additional plats, reports, plans, or other materials as may be required by the Department of Planning and Zoning and/or the Hearing Authority in connection with the filing of this petition. The undersigned agrees to pay all costs in accordance with the current schedule of fees.

**8. SIGNATURES**

The undersigned hereby affirms that all of the statements and information contained in, or filed with, this petition are true and correct.

The undersigned has read the instructions on this form, filing herewith all of the required accompanying information.



\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Signature of Appellant

.....  
For DPZ office use only: (Filing fee is \$250.00 plus \$25.00 per poster)

Hearing Fee: \$ \_\_\_\_\_

Poster Fee: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_

County Website: [howardcountymd.gov](http://howardcountymd.gov)

(Make check payable to "Director of Finance")

**PLEASE READ CAREFULLY  
DATA TO ACCOMPANY PETITION**

**Drawings:** Where a parcel of land and/or building(s) as defined in the Zoning Regulations is involved in that which is being appealed, petition forms must be accompanied by (10) copies of required drawings showing the following information:

- (a) Courses and distances of outline boundary lines and the size of the property
- (b) North arrow
- (c) Existing zoning of subject property and adjoining property
- (d) Location, extent, boundary lines and area of any current use and proposed change in use
- (e) Any existing or proposed building(s), structures, signs, points of access, natural features, landscaping, parking, and other objects and/or uses on subject property which may be relevant to the petition
- (f) Same as (e) above, if any, of adjoining property which may be required in the proper examination of the petition
- (g) Location of subject property in relation, by approximate dimension, to nearest intersection of two public roads
- (h) Ownership of effected roads
- (i) Election District in which the subject property is located
- (j) Tax Map number on which the subject property is located
- (k) Name and local community in which the subject property is located or name of nearby community
- (l) Name, mailing address, telephone number (and e-mail address, if any) of the appellant
- (m) Name, mailing address, telephone number (and e-mail address, if any) of attorney, if any
- (n) Name and mailing address of property owner
- (o) Any other information as may be necessary for full and proper consideration of the appeal.

BA Case #: \_\_\_\_\_

PETITIONER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Affidavit made pursuant to the pertinent provisions of Title 22 of the Howard County Code as amended.

THE UNDERSIGNED DOES HEREBY DECLARE THAT NO OFFICER OR EMPLOYEE OF HOWARD COUNTY, WHETHER ELECTED OR APPOINTED, HAS RECEIVED PRIOR HERETO OR WILL RECEIVE SUBSEQUENT HERETO, ANY MONETARY OR MATERIAL CONSIDERATION, ANY SERVICE OR THING OF VALUE, DIRECTLY OR INDIRECTLY, UPON MORE FAVORABLE TERMS THAN THOSE GRANTED TO THE PUBLIC GENERALLY IN CONNECTION WITH THE SUBMISSION, PROCESSING, ISSUANCE, GRANT OR AWARD OF THE WITHIN APPLICATION OR PETITION IN BA CASE # \_\_\_\_\_ FOR A ZONING CHANGE AS REQUESTED.

I, WE, DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE AFOREGOING AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY, OUR, KNOWLEDGE, INFORMATION AND BELIEF.

Melan A. Goff  
Witness

[Signature] 3/2/23  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

PLEASE CALL 410-313-2350 FOR AN APPOINTMENT TO SUBMIT YOUR APPLICATION

County Website: [www.howardcountymd.gov](http://www.howardcountymd.gov)

T:\shared\PubSer\Applications\AdminAppeal

Revised: 0214

SUPPLEMENTAL STATEMENT

Kincade LLC ("Appellant")

RE: SDP-22-042, Lakefront North

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This is an appeal of the Howard County Department of Planning and Zoning's ("DPZ") decision letter dated February 3, 2023, notifying Gabriel Chung of the Howard Hughes Corporation (the "Applicant") that SDP-22-042 (the "SDP") may be approved by DPZ and the Howard County Planning Board (the "Planning Board"). Such decision was clearly erroneous, arbitrary and capricious, and contrary to law. The grounds for the appeal include, but are not limited to:

1. The Applicant's failure to conduct a pre-submission community meeting in accordance with the statute.
2. The Applicant's failure to submit the pre-submission community meeting report and minutes in accordance with the statute.
3. DPZ's failure to properly evaluate the Applicant's Traffic and Parking Study.
4. DPZ's failure to require the Applicant to locate all of its proposed parking spaces on land within the proposed SDP.
5. DPZ's failure to consider that the approval of Applicant's SDP will restrict parking on common parking areas that Appellant and other parties have a right to utilize.
6. DPZ's failure to consider that the approval of Applicant's SDP will modify and restrict Appellant's parking areas without Appellant's consent or permission.
7. DPZ's failure to consider that the approval of Applicant's SDP will reduce the number of parking spaces available to owners and occupants of Town Center, including their invitees, customers, and the public.

8. DPZ's failure to consider that the Applicant failed to provide a definitive maintenance plan for the shared parking areas.
9. DPZ's failure to consider that the approval of Applicant's SDP will violate the covenants referred to in Note 52 on the SDP.
10. DPZ's failure to require the Applicant to provide any shared parking agreements or arrangement as part of its proposed SDP.

\*Additional matters will be presented at the hearing.



HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING

3430 Court House Drive ■ Ellicott City, Maryland 21043 ■ 410-313-2350

Voice/Relay

Amy Gowan, Director

FAX 410-313-3467

February 3, 2023

Gabriel Chung  
The Howard Hughes Corporation  
10960 Grantchester Way, Suite 110  
Columbia, MD 21044

RE: SDP-22-042, Lakefront North, Planning  
Board Notice and 3<sup>rd</sup> submission comments

Dear Mr. Chung:

The Subdivision Review Committee has determined that the above referenced plan may be approved, subject to the attached comments and plan markups, and approval by the Howard County Planning Board. Please contact Lisa Kenney at (410) 313-4373 or at [lkenney@howardcountymd.gov](mailto:lkenney@howardcountymd.gov) to schedule the Planning Board meeting date. This meeting is a **"hybrid"** meeting and you must be in person to present to the Planning Board. It is **required** that you and/or your consultant be present to answer any questions which the Board may ask about your plan and that a colored copy of the site plan, landscape plan and building architectural elevation plan be provided for presentation to the Board. Please be advised that for any SDP project requesting approval for a variance or an adjustment to bulk requirements, the applicant must be prepared to fully explain and justify their request before the Planning Board.

This meeting is a **"hybrid"** meeting and you must be in person to present to the Planning Board. **Outside laptops and flash drives will NO longer be permitted to be used for the presentation.** The development team's final presentation must be emailed to Jill Manion ([jmanion@howardcountymd.gov](mailto:jmanion@howardcountymd.gov)) and Lisa Kenney ([lkenney@howardcountymd.gov](mailto:lkenney@howardcountymd.gov)) **no later than the Monday prior to the meeting.**

Per Section 125.0.G of the Howard County Zoning Regulations, this property must be posted two weeks prior to the meeting date. Please contact Jill Manion ([jmanion@howardcountymd.gov](mailto:jmanion@howardcountymd.gov)) to arrange to pick up the sign(s). Each sign is \$25.00. In addition, you are required to electronically notify all Columbia Village Boards, the Columbia Association, Howard County Council members and any pre-submission meeting attendees who provided e-mail addresses at the meeting. This must also be completed within two weeks prior to the meeting and proof must be provided that electronic notification was submitted to all required parties within the required time period. **Please copy the Division of Land Development reviewer at [jmanion@howardcountymd.gov](mailto:jmanion@howardcountymd.gov) of the electronic notifications.**


The following materials are necessary for preparation of the DPZ staff report and power point presentation for the Planning Board. They must be emailed to Jill Manion, planner and Lisa Kenney ([lkenney@howardcountymd.gov](mailto:lkenney@howardcountymd.gov)) 27 days prior to the meeting.

- a. A digital reduction of the overall SDP plan sheet at a size of 8½" x 14" or 11" x 17" to serve as an attachment at the end of the staff report and for the power point presentation. The plan attachments can be in a PDF format. **The Planning Board wants to be able to read the general notes and tabulation charts on the plan.**

- b. A digital reduction of the proposed plan exhibits that you will be presenting to the Planning Board such as a color illustration of the landscape plan and the architectural elevation plan from the builder to serve as an attachment at the end of the staff report and for the power point presentation.
- c. A digital reduction of the 'Site Overview Plan' for use as a vicinity map. The reduction needs to be at a size of approximately 5" x 6" and the streets and other information must be as readable as possible at that scale. The vicinity map needs to be in a JPEG format.
- d. Provide 5 paper sets of the SDP drawings for use by the Planning Board members at a sheet size of 24" x 36". The sets should only include the cover sheet, site plan sheets, grading plan, forest conservation plan, landscape plan and building profiles.

It is the responsibility of the applicant or applicant's agent to perform the required posting of the property. The cost of the poster is \$25.00 each. A 'Certification of Posting' will be provided with the poster(s) and is to be signed by the applicant or applicant's agent and delivered back to this Division after the poster(s) are in place. This Division will contact you when the poster/s are available for pick-up. The poster/s **must be erected on-site on or before TBD** and maintained at least fifteen (15) successive days immediately preceding the Planning Board public meeting and are to remain in place for a period of three (3) days after the meeting. Posters must be removed no later than fifteen (15) days after the meeting. The Department of Planning and Zoning will confirm the posting of the property and may inspect the property periodically.

If you have any questions, please contact Jill Manion at (410) 313-2350 or email at [jmanion@howardcountymd.gov](mailto:jmanion@howardcountymd.gov).

Sincerely,  
DocuSigned by:  
 for  
Anthony Cataldo, AICP, Chief  
Division of Land Development

AC/jam

Attachment:

cc: Research  
Richard Talkin  
Bill Sinclair  
Linda Wengel  
Judy Goldfarb  
Ihnil Kim  
Nicole Campbell  
Lyn Locke, Town Center Community Association  
Jessica Bellah, Columbia Association  
Dan Sweeney, Gutschick Little and Weber  
Todd Brown, Shulman and Rogers